

Career Opportunity Court Services Manager

Classification Level: CL-30

Classification Level Salary Range: \$84,075-\$136,639

Starting Salary Commensurate with Qualifications

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.

POSITION SUMMARY

This position is located in the Court Services department in Detroit, Michigan. The Court Services Manager reports to the Deputy Court Administrator and is responsible for providing administrative services to judges' chambers, the Clerk's Office, Probation Department and Pretrial Services Agency. The Court Services Manager has responsibility for all financial, procurement, space and facilities, and security services provided to the Court.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Supervises and recommends personnel actions including appointments, promotions, disciplinary actions and terminations within the Court Services department.

Finance

- Supervises the Financial Supervisor who is responsible for the day-to-day operation of the Financial Department and supervision of the Financial office staff.
- Responsible for the Internal Controls process for the Court.
- Responsible for reporting and accounting for all monies received in and processed through the Clerk's Office in compliance with the Court's Internal Controls procedures. Ensures that Court Internal Controls are accurate and audited on a regular basis. Makes recommendations for changes when necessary.
- Arranges for banking institutions to meet depository requirements for all funds not required by law to be transferred to the Treasury or other agencies.
- Develops local financial and accounting policies and procedures.

Procurement

- Supervises the Court Services Supervisor who is responsible for the day-to-day operation of the procurement functions and supervision of the Procurement staff.
- Responsible for ensuring that the procurement specialists obtain/maintain their contracting officer certification for credit cards, special services, and general procurement.
- Manages contract court reporting, interpreting and other contractual services under such terms and conditions as prescribed by the Judicial Conference.
- Responsible for the Court's procurement and contract service, including contract court reporting, and interpreter services. Ensures all contracts adhere to the procurement practices in the Guide to Judiciary Policies and Procedures.
- Responsible for the procurement of all furniture and furnishings, Information Technology (IT) equipment, general office supplies and equipment, telecommunications equipment and services, consumable supplies, printing, parking, moving services, temporary help, renovation projects, training and advertising materials. Ensures that efficient controls of equipment and commodity inventory levels to ensure availability without overspending or unnecessary stocking beyond Court needs.
- Oversees requests for quotation process, including requests for proposal (RFP), etc. to ensure AO guidelines are followed.
- Responsible to ensure payments for all funding obligations are completed in a timely manner following receipt of products or services.

*Announcement
Number: 10-16*

Posted: August 2, 2010

*Closes: September 1,
2010*



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848
apply@mied.uscourts.gov
Subject: 10-16 Court Services
Manager

Career Opportunity Court Services Manager

Classification Level Salary Range: \$84,075-\$136,639

Starting Salary Commensurate with Qualifications

REPRESENTATIVE DUTIES AND RESPONSIBILITIES (CON'T):

Space and Facilities

- Supervises the Space and Facilities Coordinator who is responsible for coordinating building maintenance service needs, space and facilities improvements, and safety or security corrections through maintenance, construction or renovation projects.
- Serves as senior liaison with the General Services Administration (GSA) and the Administrative Office (AO) with respect to the acquisition of additional space for tenant alterations and other reimbursable services by GSA.

Security

- Serves as the designated official for the United States District Court for the Eastern District of Michigan, Theodore Levin Courthouse in Detroit and acts as the liaison between the District Court and the United States Marshals Service to ensure that appropriate personnel are informed of security related issues in a timely manner.
- Assists the Marshals in the development of security policies and procedures.
- Shares responsibility with the Marshals in the development and implementation of courthouse emergency evacuation plans, emergency operational plans, judicial security and crisis response plans.
- Assists the Marshals with coordinating activities of the District Court security committees and actively participates in building security committees.
- Serves as the Continuity of Operations (COOP) Coordinator for the Court.
- Serves as the primary security liaison for the Court to outside agencies.
- Performs other duties as assigned.

QUALIFICATIONS

Required: Bachelor's degree with a minimum of 5 years of progressively responsible administrative experience, including at least 3 years in a position with executive level management experience. Must have a strong background in finance, procurement and facilities management, in addition to excellent leadership, managerial and project management skills.

Preferred: Master's degree in public, business or judicial administration; and/or executive level management experience in a federal or state court is also preferred. Prior CFO experience with purchasing oversight responsibilities would be good fit for position. Must have documented experience managing budget, finance, accounting or similar functions using basic management concepts, principles and theories. Must possess the ability to collaborate and work effectively with all levels of Court staff and other agencies. Candidates must also possess a strong knowledge of automation systems, preferably some experience with the Financial Accounting System for Tomorrow (FAS4T), strong analytical and interpersonal skills, including the ability to communicate effectively both orally and in writing; knowledge of Word Perfect, Lotus Notes and Windows applications.

PROCEDURES FOR APPLYING

To be assured consideration, please submit a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left of Page 1 by the close of business on Wednesday, September 1, 2010. **Incomplete submissions may not be considered.** E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted. Only those applicants selected for interview will be contacted. Final candidates may be required to submit a writing sample. Travel reimbursement in connection with interview and/or relocation is not authorized.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

More than one vacancy may be filled with this announcement.